

## Arise Academy



### *Safe Return to School Plan*

As we prepare for the 2020-2021 school year, the presence of COVID-19 has added a layer of concern for students, families, and school staff alike. First and foremost, the safety of all individuals is the primary consideration when planning a physical return to a school building. We are very excited to have students back in the school building, but recognize that not all families feel secure physically sending their students to school. Arise Academy is committed to being flexible and understanding of unique student needs as we navigate the 2020-2021 school year.

It is Arise Academy's goal to have students physically in the school building as much as possible. However, we are committed to providing the best possible education we can regardless of the educational model we need to follow. 2020 has taught us the need to be flexible at all times! While the way students are educated may change as the school year progresses, what will not change is the passionate group of educators available to you!

#### **Purpose of this Plan**

The Safe Return Plan is designed to help students, parents, and staff plan for the 2020-2021 school year. This plan also gives greater detail for what instruction will look like, what safety precautions the cooperative is taking, and what the expectations are for students, staff and parents. The details outlined in this plan follow the guidelines issued by the Minnesota Department of Education (MDE), Minnesota Department of Health (MDH), and the executive order(s) issued by Governor Walz.

On July 30<sup>th</sup> the Governor laid out the following guidance.

<b>Option</b>	<b>Number of cases per 10,000 over 14 days, by county of residence</b>	<b>Learning model</b>
<b>1</b>	<b>0-9</b>	In-person learning for all students

<b>2</b>	<b>10-19</b>	In-person learning for elementary students; hybrid learning for secondary students
<b>3</b>	<b>20-29</b>	Hybrid learning for all students
<b>4</b>	<b>30-49</b>	Hybrid learning for elementary students; distance learning for secondary students
<b>5</b>	<b>50+</b>	Distance learning for all students

**Unique Aspects for Arise Academy**

- Arise Academy is able to keep students socially distanced with all students in the building. As a result, all students will remain in the building for option 1, 2, and 3.
- The guidance provided assumes that students at the high school level move around a school building with more frequency. Thus, the movement of high school students to distance learning as the number of positive COVID cases increases. However, students in the Bridges and PALS programs will not change classrooms regardless of their grade level. For that reason, Bridges and PALS students will remain in the building for option 4 as well. ALC students will move to distance learning with option 4.

Visual Representation for Arise Academy

\*Please note that even when students are In-person, the safety precautions for the Hybrid model will be utilized. When students are unable to socially distance or wear a mask, school staff may utilize additional personal protective equipment (PPE)

<b>Option</b>	<b>Number of cases per 10,000 over 14 days, by county of residence</b>	<b>Learning model</b>
<b>1</b>	<b>0-9</b>	In-person learning for all students*
<b>2</b>	<b>10-19</b>	In-person learning for all student*
<b>3</b>	<b>20-29</b>	In-person learning for all students*
<b>4</b>	<b>30-49</b>	In-person learning for Bridges & PALS*; Distance Learning for ALC
<b>5</b>	<b>50+</b>	Distance learning for all students

- In order to provide continuity for students and keep everyone as safe as possible, 6 feet of social distancing will be utilized at all times possible regardless of educational model used.

- If there are pockets of increases in COVID in one area, some students may be in distance learning while other students are in an in-person model.
- There may be times within the building that a program, classroom, or group of individuals will need to move to distance learning.

### **Clarifications Regarding Distance Learning**

*Updated 11.06.2020*

On November 5, 2020, Governor Walz issued Executive Order 20-94. The full text of the order can be found here:

[https://mn.gov/governor/assets/EO%2020-94%20Final\\_tcm1055-452647.pdf](https://mn.gov/governor/assets/EO%2020-94%20Final_tcm1055-452647.pdf)

This order specifically allows and encourages schools operating in a Hybrid or Distance Learning model to prioritize in-person learning for “students with disabilities whose individual education program calls for intensive services that cannot be provided in a distance learning model.” It is this specific component of the executive order that this clarification is meant to address.

Whether in an In-Person or Hybrid learning model, Arise Academy follows the safety precautions of the Hybrid model. The executive order states that if a school can provide “in-person services in accordance with public health guidelines” while in a Distance Learning model we may do so. However, we must indicate under what circumstances this will occur. For this reason, a fourth education model has been developed entitled “Distance Learning 2.0.” Please see specifics under Education Models by clicking on the hyperlink for “Distance Learning 2.0” directly below.

### **COVID-19 Fundamentals**

Click the links below for specific information regarding each area.

<a href="#"><u>Cleaning &amp; Disinfecting</u></a>	<a href="#"><u>Communication</u></a>	<a href="#"><u>Entering &amp; Exiting School</u></a>	<a href="#"><u>Face Masks</u></a>
<a href="#"><u>Hand Hygiene</u></a>	<a href="#"><u>Lockers/Backpacks/School Supplies</u></a>	<a href="#"><u>Quarantine Information</u></a>	<a href="#"><u>Resources</u></a>
<a href="#"><u>Screening/Tracking/illness Policy</u></a>	<a href="#"><u>Social Distancing</u></a>	<a href="#"><u>Visitors</u></a>	<a href="#"><u>Wellness</u></a>
<a href="#"><u>For Parents</u></a>	<a href="#"><u>For Students</u></a>	<a href="#"><u>For Staff</u></a>	

## Educational Models

<u><a href="#">In-Person</a></u>	<u><a href="#">Hybrid</a></u>	<u><a href="#">Distance Learning</a></u>
	<u><a href="#">Distance Learning 2.0</a></u>	

<div style="background-color: #003366; color: white; padding: 5px; border-radius: 5px; text-align: center; font-weight: bold;">Required for In-Person and Hybrid Learning</div> <ul style="list-style-type: none"> <li><input type="checkbox"/> Masking Policy</li> <li><input type="checkbox"/> PPE for direct support student services</li> <li><input type="checkbox"/> Build routines of hygiene education &amp; practices</li> <li><input type="checkbox"/> Daily cleaning and frequent cleaning of high touch surfaces throughout the day</li> <li><input type="checkbox"/> Building level COVID-19 program coordinator, with optional student counterpart</li> <li><input type="checkbox"/> Limiting nonessential visitors/volunteers/external groups</li> <li><input type="checkbox"/> Discontinue large gatherings/activities that do not allow for social distancing</li> <li><input type="checkbox"/> Monitoring and excluding for illness</li> </ul>	<div style="background-color: #003366; color: white; padding: 5px; border-radius: 5px; text-align: center; font-weight: bold;">Required for Hybrid Learning</div> <ul style="list-style-type: none"> <li><input type="checkbox"/> Social distancing of 6 feet at all times in school buildings</li> <li><input type="checkbox"/> School facilities at 50% capacity</li> <li><input type="checkbox"/> Transportation at 50% capacity</li> <li><input type="checkbox"/> Sufficient staffing levels to meet the requirements of the model</li> </ul>
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## Cleaning and Disinfecting

In the normal course of business, custodial staff clean and disinfect all areas of the building on a daily basis. Custodial staff follow a schedule and utilize the cleansers recommended by our janitorial supply company. However, we recognize the increased level of concern brought about by COVID-19 and have increased protocols accordingly.

### Proper Use

All individuals who use cleansers and disinfectants are trained to read and understand instructional labels and understand safe and appropriate use. If at any time this means that instructional materials or training is needed in other languages or other formats, it will be provided. Safety data sheets (SDS) are obtained from the supplier prior to use of any new product. Personal protective equipment (PPE), for skin and eye protection, will be provided as needed. Manufacturer’s recommended instructions for PPE will be followed. Product to be used: <https://www.hillyard.com/MediaCenter/Documents/Product%20Data%20Sheets/HILO0824.pdf>

### Supplemental Cleaning Plan

**Routine cleaning** is performed on a regularly scheduled basis by custodial staff. Routine cleaning includes daily cleaning and disinfecting of all classrooms, restrooms, cafeteria tables, emptying trash receptacles, scheduled cleaning of floors, and cleaning of high touch surface areas such as door knobs.

**Supplemental cleaning** is performed by custodial staff, teachers, paraprofessionals, office staff, students, and anyone in a school building with a work area. Supplementary cleaning includes cleaning and disinfecting high touch surfaces such as desks, chairs, door knobs, etc.

**Personal areas:** Cleaning is performed by **all employees** in their personal workspace, which may include their desk, telephone, keyboard, chair or any other items they use in performing their duties. This cleaning is done by using district supplied cleaning products and materials.

**Definition:** High touch surfaces to include the following

**Routine cleaning:**

- Restroom stalls, toilets, sinks, dispensers and faucets
- Cafeteria tables
- Classroom sinks and faucets
- Food preparation surfaces
- Drinking Fountains
- Doors and Hardware

**Supplemental cleaning:**

- Door handles and knobs (including exterior doors)
- Elevator buttons
- Handrails
- Shared equipment, such as copiers, printers and fax machines
- Vending machines
- Counter tops
- Light switches
- Front entry and lobby surfaces

**Personal area cleaning:**

- Desks
- Computer keyboards and mouse
- Phones
- Chair arms
- Remote controls
- Cabinet and file drawer handles
- Microwave, refrigerator, appliances
- Coffee machines

## Communication

Students, parents, and guardians will receive frequent communication while we navigate COVID-19 and all that it brings. Because of this, students, parents, and guardians are asked to ensure that the school has updated contact information and the preferred communication method. All communication will go through the JMC message system. Students, parents, and guardians can elect to receive communication through phone call, email, and/or text messaging. After communication goes out through the message system, it will then be posted to the Arise Academy website under [Communication with Stephanie](#). Any questions or concerns can be directed to the Arise Academy office or Arise Academy Principal through the following means:

Arise Academy Secretary: Julie Stoltz

- Email: [julie.stoltz@southernplainedcoop.org](mailto:julie.stoltz@southernplainedcoop.org)
- Phone: 507-235-4099

Arise Academy Principal: Stephanie Schmitz

- Email: [stephanie.schmitz@southernplainedcoop.org](mailto:stephanie.schmitz@southernplainedcoop.org)
- Office Phone: 507-235-4099
  - If you don't get an answer, press 3 to leave a message for Stephanie and she will return your call as soon as she is able
- Cell Phone: 507-327-7997

## **Entering and Exiting School**

Students and families arriving and departing school are asked to abide by the following guidelines:

- Students who do not ride school transportation are asked to enter and exit the school through door #1.
- Students who ride the Blue Earth bus are asked to enter and exit the school through door #2.
- Students who ride the Fairmont bus are asked to enter and exit the school through door #3.
- Students who ride a van from any school district are asked to enter and exit the school through door #9.

## **Face Masks**

In accordance with [Executive Order 20-81](#), a face covering is required while on school transportation or in a school building. For this reason, it is expected that all students and staff wear a face covering while in school. However, it is recognized that there are times when the use of a face covering is not feasible. These times include, but are not limited to:

- Students who are unable to tolerate a face covering due to a developmental, behavioral, or medical condition. Such conditions can be documented through the following methods:
  - Doctor verification of a medical condition
  - A Section 504 accommodation plan
  - An Individual Education Program Plan (IEP)
- For teachers of all grades when a face covering would impede the educational process.
- For staff providing direct support student services when a face covering would interfere with the services provided.
- When engaged in physical activity.
- When eating or drinking.

Please note that “face mask” breaks will be taken throughout the school day. This means that school staff will plan times into the day in which students and staff can remove the face mask. Students and staff are not required to remove the face mask during this time.



## Hand Hygiene

All students and staff at Arise Academy are asked to practice “hand hygiene.” For Arise Academy this means:

- Using hand sanitizer or washing hands for a minimum of 20 seconds upon entering the school building. Portable hand sanitizer stations will be placed at Doors #1, #2, #3, & #9.
- Using hand sanitizer or washing hands for a minimum of 20 seconds prior to and after eating a snack, breakfast, or lunch. Hand sanitizer is available in all classrooms and in the lunch line.
- Taking hand washing breaks in between classes, or every hour, whichever comes first.
- Washing hands for a minimum of 20 seconds after using the restroom.

Appropriate hand washing steps can be found here:

<https://www.youtube.com/watch?v=3zElj7odYJ4&feature=youtu.be>

Appropriate use of hand sanitizer can be found here:

<https://www.youtube.com/watch?v=QctlzTAKEUQ&feature=youtu.be>

## **Lockers/Backpacks/School Supplies**

All students will have access to a locker or coatroom to keep their belongings during the school day. Students are expected to keep their belongings in their locker or the coatroom during the day to avoid congestion in the classroom. Students are to have only the materials needed to perform their school related tasks in the classroom. Locks will be provided for the lockers should students want a lock.

Students are **encouraged** to keep basic school supplies at school and at home. The purpose of this is to ensure that students have the supplies they need to do their school work regardless of the setting they are in. In the event that a student, a program, or the school must move to distance learning with short notice, we want to ensure that students have the materials they need to be successful.

### **School Supplied Materials:**

- A school issued device (if required to do school work)
- Charger for device
- Case for device
- Hand Sanitizer stations throughout the building

### **Recommended School Supplies:**

- Notebooks (as many as needed for the number of classes a student has)
- Pencils
- Pens
- Erasers
- Pocket hand sanitizer (if the student doesn't like school provided sanitizer)

## Quarantine Information

<p>Minnesota Department of Health (MDH) Information:</p> <p><a href="#">What do I do if I had close contact with someone who has tested positive for COVID-19?</a></p> <p><a href="#">Decision Tree for people with COVID-19 symptoms</a></p> <p><a href="#">What do I do if I'm waiting for COVID-19 test results?</a></p> <p><a href="#">When is it okay for me to return to work or school?</a></p>	<p>Centers for Disease Control (CDC) Information:</p> <p><a href="#">When am I supposed to quarantine?</a></p> <p><a href="#">How do I know if I have a symptom of COVID-19?</a></p>
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## **Screening, Tracking, & Illness Policy**

Arise Academy wants to ensure the health and safety of students, staff, and families of students and staff to the extent that is possible. For that reason, we are following the health guidelines as listed below for all students and staff:

- If a student or staff member has a fever of 100.4 degrees Fahrenheit or above, the student or staff member must stay home. Students and staff should not return to school until they record a temperature below 100.4 degrees Fahrenheit for a minimum of 24 hours without the use of fever reducing medication (i.e. Advil, Tylenol).
- If a student or staff member has a gastrointestinal symptom of diarrhea, vomiting, or nausea, and this is the only symptom being experienced, the student or staff member should stay home for a minimum of 24 hours from the last episode.
- For all other COVID-19 symptoms, when there is no other medical diagnosis to explain the presence of the symptoms, follow the [COVID-19 Decision Tree](#).

In the event that you have questions or concerns regarding COVID-19 or other possible illnesses impacting your or your student's ability to come to school, please contact Britney Kawecki, RN, Licensed School Nurse, at 507-235-4099 or [britney.kawecki@southernplainscoop.org](mailto:britney.kawecki@southernplainscoop.org).

In the event that you need to report your or your student's absence from school, please report to Julie Stoltz at 507-235-4099 or [julie.stoltz@southernplainscoop.org](mailto:julie.stoltz@southernplainscoop.org). If leaving a message or sending an email, please communicate whether or not you or your student are experiencing symptoms of COVID-19. Specifically, communicate if you or your student are experiencing the following symptoms:

- A new onset of cough or shortness of breath
- A temperature of 100.4 or higher
- Loss of taste or smell, OR
- Two of the following symptoms:
  - Chills
  - Muscle pain
  - Sore throat
  - Fatigue
  - Congestion
  - Gastrointestinal symptoms (diarrhea, vomiting, or nausea)

We are not asking to violate your privacy. We are only asking so that we may identify a pattern of illness if one is developing.

**In the event that a student or staff member has tested positive for COVID-19, Arise Academy will work with Human Services of Faribault and Martin Counties and the Minnesota Department of Health to determine the appropriate next steps. This could include a move to distance learning for individuals, a program, or the school building. If we are made aware that a student or staff member has tested positive**

**for COVID-19, school staff will communicate with you if you or your student has had close contact with the person who tested positive. We will not be able to disclose specific personal information as that is a violation of the person's privacy.**

### **What happens if my student becomes ill during the school day?**

In the event that a student displays the following symptoms during the school day, they will be sent home:

- A new onset of cough or shortness of breath
- A temperature of 100.4 or higher
- Loss of taste or smell, OR
- Two of the following symptoms:
  - Chills
  - Muscle pain
  - Sore throat
  - Fatigue
  - Congestion
  - Gastrointestinal symptoms (diarrhea, vomiting, or nausea)

The symptoms displayed will impact the amount of time a student must remain out of school. Please see the [COVID-19 Decision Tree](#) for more information. Students will have their temperature checked daily upon arriving at school with potential spot-checks throughout the day if the student looks as though her or she does not feel well. We ask that in the event your student is sent home from school, that the student is picked up in a timely manner.

### **How do I know that school staff and visitors to the school are healthy?**

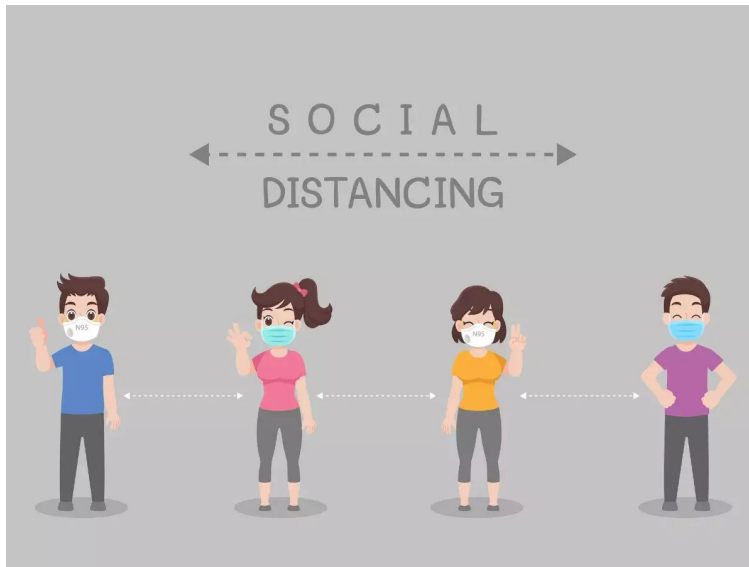
School staff will be asked to do a daily self-screening to ensure they are not actively experiencing symptoms. Visitors will also be asked to self-screen before entering the facility. The self-screening can be found [here](#).

### **Monitoring and excluding for illness**

Regular screening for symptoms and ongoing self-monitoring during the school day can help to quickly identify signs of illness and reduce exposure. Staff and students are encouraged to self-monitor symptoms throughout the day. Staff or students who develop symptoms during the school day must notify the Arise Academy office in the building immediately. The CDC does not currently recommend universal testing to inform admitting students or staff into school. Viral testing only determines infection at the point in time the test occurs. It is not yet known whether previous infection and recovery from COVID-19 illness protects people from reinfection.

It is not required for students and staff members to have documentation of a negative viral test or letter certifying release from isolation in order to return to school, but they must follow the recommended guidance regarding when to return to school.

## Social Distancing



The term **Social Distancing** refers to individuals staying 6 feet away from one another in order to prevent the spread of COVID-19. Arise Academy is asking that all students and staff practice social distancing whenever possible. All classrooms are set up to keep students at least 6 feet away from each other. Further, there will be visual reminders such as dividers, colored tape, pictures, and posters to help everyone remember to stay physically distant. It is expected that as human beings, we will forget at times to be physically distant from one another. However, friendly reminders will be given to help everyone remember to follow social distancing guidelines.

As stated, there will be times when social distancing is not possible. Such times include but are not limited to: toileting a student, providing services to a student, assisting a student with a task, etc.

In order to limit congestion in the hallways, students and staff will take breaks, change classes (if applicable), dismiss for lunch, and dismiss for the school day on a schedule. Students are asked to follow this schedule at all times. If for some reason students have a need that cannot be met during a break time, the student is asked to reach out to a trusted adult to get their need met.

## **Visitors**

Visitors will be limited to essential visitors only. Parents or guardians needing to pick up their student(s) are asked to call the school office at 507-235-4099 and meet their student outside of door #1 to limit traffic in and out of the building.

If it is not possible to meet your student(s) outside, please wear a mask indoors, unless you have a qualifying medical condition or disability, and use the hand sanitizing station if you are leaving the office to enter the school building. If you are exhibiting any of the symptoms listed on the self-screening checklist posted on the door, please do not enter the facility.

Please be aware that we are trying to limit the number of individuals in the office, or any indoor space, at the same time. So, we may ask you to wait to enter the office, or another room, until a person exits due to the ability to practice social distancing. We appreciate your help in this matter!



## Educational Models

**In-Person Learning** allows all students to attend school with some safety precautions in place. Schools are to create as much space between students and teachers as possible throughout the school day, but are not held to a strict enforcement of 6 feet of physical distancing. Even if Arise Academy can follow the guidelines for in-person learning, we will always follow the safety guidelines for the hybrid model whenever feasible.

<u><a href="#">Facilities</a></u>	<u><a href="#">Food Service</a></u>	<u><a href="#">Instruction</a></u>
<u><a href="#">Technology</a></u>	<u><a href="#">Transportation</a></u>	<u><a href="#">Wellness</a></u>

**Hybrid Learning** allows students to attend school according to a building's capacity of 50% maximum occupancy. Strict enforcement of 6 feet of physical distancing is required whenever possible, recognizing that not all students are able to maintain 6 feet of physical distancing. Hybrid learning is traditionally defined as combining face to face and virtual instruction as needed to keep a building's occupancy at 50% maximum. However, Arise Academy has the physical space to allow students to attend school if they choose to do so and continue to stay within the 50% occupancy rate.

<u><a href="#">Facilities</a></u>	<u><a href="#">Food Service</a></u>	<u><a href="#">Instruction</a></u>
<u><a href="#">Technology</a></u>	<u><a href="#">Transportation</a></u>	<u><a href="#">Wellness</a></u>

**Distance Learning** is an educational model that suspends face to face learning in the event that COVID-19 metrics worsen on a local, regional, or statewide level. This model is defined as students having access to appropriate educational materials and daily interaction with licensed teacher(s).

<u><a href="#">Facilities</a></u>	<u><a href="#">Food Service</a></u>	<u><a href="#">Instruction</a></u>
<u><a href="#">Technology</a></u>	<u><a href="#">Transportation</a></u>	<u><a href="#">Wellness</a></u>

**Distance Learning 2.0** is an education model that allows students to attend school in-person in accordance with their Individual Education Program (IEP) when other students or programs in the building have moved to a Distance Learning model due to COVID-19 metrics on a local, regional, or statewide level. In order for this learning model to be put into effect, the following conditions must be met:

- At least one program in the building is still attending school in-person
- The student’s IEP Team has determined that in-person services are necessary, even if the student’s program has moved to a Distance Learning model
- The student’s IEP Team has determined what services are necessary, and how frequently they need to be delivered in-person while the student’s program is in a Distance Learning model
- The conditions in the building can safely allow a student to attend school in-person according to their IEP. For example: Program students and/or staff are not under a quarantine or isolation order due to a positive COVID-19 case or exposure to said case
- There is staff available to work with the student in-person and are not under a quarantine or isolation order due to a positive COVID-19 case or exposure to said case
- The student is not under a quarantine or isolation order due to a positive COVID-19 case or exposure to said case

<a href="#"><u>Facilities</u></a>	<a href="#"><u>Food Service</u></a>	<a href="#"><u>Instruction</u></a>
<a href="#"><u>Technology</u></a>	<a href="#"><u>Transportation</u></a>	<a href="#"><u>Wellness</u></a>

## **Facilities**

Please see **Cleaning and Disinfecting** for specifics in this area.

## Food Service

### In-Person, Hybrid, & Distance Learning 2.0

#### Safety Precautions:

- All staff undergo a self-screening at the start of each day.
- Face coverings will be worn by staff members at all times.
- All surfaces will be sanitized in between each lunch period.
- Hand sanitizer dispensers will be stationed at the start of the lunch line.
- Gloves will be worn and changed out between each lunch period.
- Plexiglass barriers will be put up in appropriate areas.
- Social distancing stickers and signs will be posted throughout the service area.
- Staff will monitor serving line and seating areas to maintain social distancing.
- All items will be packaged or served by staff to avoid contamination.
- All breakfast or lunch purchases will be through the student's account. **NO cash will be accepted where food is served.**

#### Breakfast:

- Regardless of the program attended, students will eat breakfast in the classroom. For the PALS and Bridges programs, this classroom is their assigned "pod." For the ALC, this classroom is their First Block class.
- Upon entering the school building, students will pick up a "grab and go" breakfast from the breakfast serving table found inside door #3. Students will enter their assigned door, go to door #3 to get their breakfast, and go to their assigned classroom.
- Students are to sign up for breakfast the day before they want to eat breakfast. For example, students will sign up on Monday for Tuesday's breakfast. If a student forgets, there will be limited extras prepared. Students are asked to plan accordingly.

#### Lunch:

- Regardless of the program attended, students will eat lunch in the cafeteria, unless alternate arrangements are made ahead of time.
- Each classroom or "pod" will eat lunch at a designated time. All students will have a 30 minute lunch period, regardless of whether or not they choose to utilize it for eating. All students are expected to go to the cafeteria at lunch time even if they don't eat.
- Students are expected to keep a safe distance while in line, following all visual reminders and will be monitored by staff.
- Students are expected to stay physically distant while eating, adhering to the designated seating.

- When a student has finished eating or if a student chooses not to eat lunch, they may go outside through the back entrance, weather permitting. Students must stay in the back of the school near the playground equipment.
- Students are to sign up for lunch the day before they want to eat lunch. For example, students will sign up on Monday for Tuesday's lunch. If a student forgets, there will be limited extras prepared. Students are asked to plan accordingly.

### **Distance Learning**

Families who choose the distance learning model when the school is in an in-person or hybrid model OR the school is in a distance learning model; breakfast and lunch will be available as designated by the student's resident school district. Information will be provided to families so they know how to access these meals.

## **Instruction**

### **In-Person & Hybrid Learning**

Whether in an in-person or hybrid learning model, Arise Academy will follow the same instructional guidelines. Keep in mind that a family may choose a distance learning model even if Arise Academy is in an in-person or hybrid learning model. We recognize that a family's needs change over time. There may be times in which a family needs to change learning models. When it is possible, we ask that a change to a learning model occur when a grading period ends or begins. However, there will be times in which this is not possible. Examples include, but are not limited to:

- A student is ill and cannot be in school for a minimum of 10 school days. This student will need to participate in school through distance learning during this time.
- A student has had a close exposure to someone who has tested positive for COVID-19 and cannot be in school for a minimum of 10 school days. This student will need to participate in school through distance learning during this time.
- A program within the school building has had a close exposure to someone who has tested positive for COVID-19 and all students and staff in the program need to move to distance learning until either exposure levels are identified and it has been determined safe to return; or for a minimum of 10 school days. This determination will be made through a consultation with the COVID Response Team and Public Health. All education model decisions will be made with public health in mind.
- County metrics have increased and the schools in the county need to transition to a distance learning model.

Communication regarding any transitions will be done as outlined in the Communication section of this document. Communication will be done with as much advance notice and as much detail as possible.

### **Instruction Specifics**

- All students will be assigned to a "pod," or learning group. For all students, this pod will be specific to the student's program. The purpose of the pod is to keep students and staff from interacting with people in other pods in the building to mitigate virus exposure.
- When students arrive at school in the morning, they will be directed to classrooms instead of congregating in the hallways.
- When students depart at the end of the day, they will be dismissed in a scheduled fashion to avoid congregation in the hallways.
- Individual classroom seating will be set up to allow social distancing among students and staff whenever possible. It is understood that some students are not able to socially

distance. However, it is expected that students who are able to, practice social distancing whenever possible.

- Students will be given an assigned seat in their classroom(s). Students are asked not to change their assigned seats without permission from the classroom teacher.
- Students will be assigned a device if appropriate. Students are expected to take this device home every evening to practice taking a device to and from school daily. Students will then have access to this device should a move to distance learning be necessary on short notice. Students are expected to ensure their device is charged before arriving at school in the morning.
- There will be limited transitions during the school day to avoid unnecessary loitering in hallways. All breaks will be scheduled. Students are asked to follow the break schedule for their pod as much as is possible. Should a student need an accommodation to the break schedule, an individual plan may be created.
- Once students enter the building in the morning, they are to remain in the building throughout the school day. Exceptions to this include, but are not limited to:
  - A class being held outside-students must follow the instructions of the teacher.
  - Lunchtime-students may go outside, weather permitting, and remain in the fenced area in the back of the school.
  - Sensory break-a student has an individual plan and follows the plan.
  - If permission is given by an adult. Students must have a pass indicating they've been given permission.
- There is no open lunch for any student, or any program in the building.
- Students are expected to use their lockers or the coat room. They are to have only the materials needed for class in the classroom.

## **Distance Learning**

The instruction specifics will be followed whether a family has chosen a distance learning model or a student, classroom, or school must move to a distance learning model due to COVID-19.

## **Instruction Specifics**

\*In the event that a student has an Individual Education Program Plan (IEP) or a Section 504 Accommodation Plan, the specifics outlined in that plan will supersede any specifics listed in this area. \*

- Whenever possible, students will follow the schedule they would have followed if they were physically present in the school building. This may be done in the following ways:
  - Livestream class and participate virtually.
  - Watch a recorded lesson during the regularly scheduled class time.
  - Complete any assignments that would have been completed if physically present in the classroom.
  - Login to the online class assigned to them at the scheduled time.

- When it is not possible for students to follow the schedule they would have followed if they were physically present in the school building, a plan will be created for students to receive their education. Once a plan has been created, it must be followed. If changes to the plan are needed, students or families should communicate this need to a school staff member.
- Regardless of how a student participates in his or her education, the following criteria must be met:
  - Students or families must have contact with their licensed teacher(s) everyday.
  - Students must meet attendance requirements as defined by Minnesota state law. Students will do this by following the plan outlined for them as indicated above.
  - Students must meet academic requirements as defined by Minnesota state law and/or the student's IEP or 504 plan.

### **Distance Learning 2.0**

The instruction specifics will depend on a student's IEP. In the event that a student attends school in-person while his or her program has moved to a Distance Learning model, expectations will be communicated to the student and family



## Technology

### All Learning Methods

#### Devices

When appropriate, students will be issued a device (Chromebook or iPad), a carrying case, and a charger. When attending school in-person, students will practice using the devices so that they are prepared in the event that we must move to a distance learning model. When in a distance learning model, students will follow the plan as outlined for them per the parameters outlined in the **Instruction** section of this document. All students and families will sign a technology use agreement upon issuance of a device. The agreement is listed below for reference. In the event that a device is damaged, lost, or stolen, the student or family may be held responsible for the damages or replacement of the device.

#### Internet Access

Students and families should contact the school at 507-235-4099 if they are concerned about their ability to access reliable internet for educational purposes. All efforts will be made to assist families in obtaining reliable internet if the student needs it to access their education.

#### Technology Usage Agreement

All students and families issued a device will sign the following agreement:

By accepting school equipment, including but not limited to:

- Chromebook
- iPad
- Carrying case
- Charger
- Hot Spot

A student and family are agreeing to provide safe and responsible care of any and all equipment issued. The equipment is meant to be used to access instructional material. In the event that a student or family member utilizes school issued equipment in a way that violates our technology use standards, the equipment may be required to be returned and an alternative form of education provided. In the event that school issued equipment is damaged, lost, or stolen, the student or family may be held responsible for the damages or replacement of lost or stolen items. The student and family agree to return the equipment when it is no longer needed to access education.

Device(s) issued: \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## **Transportation**

### **In-Person, Hybrid, and Distance Learning 2.0**

#### **Bus Routes**

- Students riding school transportation to and from school will ride the bus or van they are assigned to.
- Students may not ride any other bus or van.
- Students will ride in their assigned seats.
- Students will wear a mask or other face covering unless there is a documented reason they cannot.
- Students will follow all rules set by the bus company for the district and bus route they are assigned.
- All districts and bus companies will follow the safety rules and guidelines provided by the Minnesota Department of Health (MDH), Minnesota Department of Education (MDE), and the Centers for Disease Control (CDC). If families would like further information regarding the safety plans put in place for the district transporting their student, a request can be made to:
  - The district transporting the student(s)
  - The Arise Academy office at 507-235-4099

#### **Arrival and Departure**

Students riding school transportation to and from school will enter and exit the building through their assigned door.

- Blue Earth Area Schools Bus: Door #2
- Fairmont Area Schools Bus: Door #3
- Fairmong Area Schools Van: Door #3
- All other District Vans: Door #9

Students are to follow the staggered dismissal schedule to avoid crowding in the hallways and doorways.

#### **Distance Learning**

In the event that the school has moved to distance learning due to increasing COVID-19 numbers county-wide, there will be no transportation to and from school.

In the event that individuals or programs within the building have moved to distance learning due to concerns regarding COVID-19, or as a precautionary measure, all safety precautions will be followed on school transportation.

## Wellness

### In-Person and Hybrid Learning

#### COVID-19 Program Coordinator

All schools must have a point of contact for each school building in collaboration with the building or district school nurse. This person will communicate concerns, challenges, and lessons learned related to COVID-19 prevention activities as needed with staff, students and families, school and district leadership, and local health officials.

The COVID-19 Program Coordinator for Arise Academy is Stephanie Schmitz. Stephanie can be reached through the following methods:

- Office Phone: 507-235-4099
- Cell Phone: 507-327-7997
- Email: [stephanie.schmitz@southernplainedcoop.org](mailto:stephanie.schmitz@southernplainedcoop.org)

The COVID-19 Program Coordinator for Southern Plains Education Cooperative is Sarah Mittelstadt. Sarah can be reached through the following methods:

- Office Phone: 507-238-1472
- Email: [sarah.mittelstadt@southernplainedcoop.org](mailto:sarah.mittelstadt@southernplainedcoop.org)

#### Support for mental health and wellness

The presence of COVID-19 has added a layer of stress, fear, and anxiety for many people. It's important that while we stay physically distant, we remain socially connected. The following resources are available for those who need additional support during this time:

- [Supporting Mental Wellbeing During COVID-19](#)
- [Mental Health Support](#)
- [Tips and Resources for Children and Parents During COVID-19](#)

## For Parents

### In-Person or Hybrid Learning

- I will screen my student each morning for symptoms of COVID-19 and keep my student home if he or she has:
  - A new onset of cough or shortness of breath
  - A temperature of 100.4 or higher
  - Loss of taste or smell, OR
  - Two of the following symptoms:
    - Chills
    - Muscle pain
    - Sore throat
    - Fatigue
    - Congestion
    - Gastrointestinal symptoms (diarrhea, vomiting, or nausea)
  - I will use the [COVID-19 Symptoms Decision Tree](#) if I'm uncertain.
- I will communicate with the school if my student will not be attending and what symptoms (if any) my student presents. I will communicate with Julie through email or phone:
  - [julie.stoltz@southernplainsedcoop.org](mailto:julie.stoltz@southernplainsedcoop.org)
  - 507-235-4099
- I understand that my student may have his or her temperature checked at school should symptoms warrant it.
- I will encourage my student to wear a face covering as appropriate.
- I will limit my visits to the school and will contact the Arise Academy office at 507-235-4099 should I need to come to the school for any reason.
- I will ensure my student has a way to get home in a timely manner if my student becomes ill during the school day. If my student becomes ill during the school day, I know that my student will not be able to ride school transportation home.
- I will ensure that there is an emergency contact number on file with the school in case I cannot be reached.
- I will assist my student in ensuring that the equipment provided to my student by the school is well maintained and used appropriately. If any equipment is damaged, lost, or stolen, I understand that I may be held responsible for the repair or replacement of equipment.
- I will ensure my communication preferences are kept up to date with the school to ensure that I receive all communications from the school.

### Distance Learning

- I will encourage my student(s) to stay actively engaged in educational activities as scheduled during a distance learning model.

- If my student is unable to actively engage with the school, I will engage with the school and communicate any concerns with the school.
- I will communicate any concerns I have regarding my student(s) education with my student(s) teacher. If I still have concerns, I will communicate with school administration.
- I will communicate any issues we are having with technology and access to it.
- I understand that if my student is not meeting the attendance requirements, that my student can be referred for truancy.
- I will assist my student in ensuring that the equipment provided to my student by the school is well maintained and used appropriately. If any equipment is damaged, lost, or stolen, I understand that I may be held responsible for the repair or replacement of equipment.
- I will ensure my communication preferences are kept up to date with the school to ensure that I receive all communications from the school.

## For Students

### In-Person and Hybrid Learning

- I understand that I may have my temperature checked at school if my symptoms warrant it. If my temperature is 100.4 degrees or higher, I will have to go home. If I can check my temperature before coming to school; I will, and stay home if I have a temperature of 100.4 degrees or higher.
- I understand that I must wear a mask while riding school transportation and while in the school building. If I cannot wear a mask due to a medical condition or my disability, I will follow an individual plan that could include the use of a face shield or increased social distancing in the classroom.
- I will enter and exit the school building through the door assigned to me.
- I will arrive at school on time. If I cannot arrive on time, I will communicate with the school so that they know when to expect me. I will communicate with Julie through email or phone:
  - [julie.stoltz@southernplainedcoop.org](mailto:julie.stoltz@southernplainedcoop.org)
  - 507-235-4099
- When I get to school, I will go directly to my designated area. I will follow the schedule I am given.
- I understand that I may be asked to clean items that I use while in class. I will not be asked to use any chemicals that could be harmful to me.
- I will not share my school supplies with my friends. If I need something that I do not have, I will ask an adult for it.
- I will follow all social distancing requirements. I know that I will forget and make mistakes, but I will be reminded to increase my distance. I will not be mean to the school staff or students who remind me.
- I will follow the break schedules and stay out of the hallways when it is not my turn to be in the hallways. This includes using the bathroom and the water bottle filling stations during the break times and not in the middle of class.
- I will use the bathroom that is assigned to my classroom group or “pod.”
- I will use hand sanitizer and/or wash my hands often. I will do this at least each time I leave/enter a new room in the building and use the restroom.
- I will not eat in the class outside of the designated snack or meal times.
- If I bring a snack or meal to school, I will leave it unopened until the designated time. If I need accommodations during snack or meal times, I will talk with school staff to create a plan.
- I will stay in the school building unless I’ve been given permission to leave.
- I will use the equipment provided to me by the school in the manner it is meant to be used. I will use it responsibly and maintain it as I am told to. I understand that if I damage or lose the equipment, I may be held responsible for the repair or replacement of the equipment.

## **Distance Learning**

- I understand that if I am receiving my education through distance learning that I must meet the “attendance” requirements. My requirements will depend on the program I attend and the schedule I follow.
- If I do not follow the attendance requirements, I know that I can still be referred for truancy.
- I will use the equipment provided to me by the school in the manner it is meant to be used. I will use it responsibly and maintain it as I am told to. I understand that if I damage or lose the equipment, I may be held responsible for the repair or replacement of the equipment.



## For Staff

### In-Person and Hybrid Learning

- I will screen myself each morning for symptoms of COVID-19 and stay home if I have:
  - A new onset of cough or shortness of breath
  - A temperature of 100.4 or higher
  - Loss of taste or smell, OR
  - Two of the following symptoms:
    - Chills
    - Muscle pain
    - Sore throat
    - Fatigue
    - Congestion
    - Gastrointestinal symptoms (diarrhea, vomiting, or nausea)
  - I will use the [COVID-19 Symptoms Decision Tree](#) if I'm uncertain.
- I will enter my absence into Absence Management if I have any of the above symptoms and the decision tree designates that I need to stay home. When I do this, I will include any symptoms I am experiencing so school administration can determine if there is a pattern of illness developing.
- I will communicate with Stephanie Schmitz or Sarah Mittelstadt as soon as I know that I cannot report to work. We will work together to develop the next steps.
- I will wear a face covering while in the school building. I know that I will forget and make mistakes, but I will be reminded to wear a face covering and do so correctly.
- I will follow all social distancing requirements. I know that I will forget and make mistakes, but I will be reminded to increase my distance.
- I will not have visitors in the building unless they have been cleared by the office.
- I will use hand sanitizer and/or wash my hands often. I will do this at least each time I leave/enter a new room in the building and use the restroom.
- I will ensure that student attendance is reported accurately each day. At a minimum, I will take attendance at the end of the school day before I leave for the day. If I experience issues with recording attendance accurately, I will connect with the office for assistance.
- I will remind other students and staff to practice social distancing and wear face coverings appropriately.
- I will design my classroom schedule to:
  - Teach social distancing, hand hygiene, mask use, and related safety measures.
  - Have hand washing/sanitizing breaks.
  - Clean high touch surfaces throughout the day.
  - Build in mask breaks throughout the day.
- I will follow the schedule for bathroom breaks, lunch, and dismissal times to reduce congestion and unnecessary congregating.
- I will set up my classroom:
  - To prompt social distancing.

- To remove commonly used cloth surface items.
- To create locations for “clean” supplies and “dirty” supplies. I will have a system to clean them prior to transitioning them to the “clean” location.
- I will promote the use of technology to the degree allowable to ease a transition to a distance learning model should it become necessary.
- I will demonstrate positivity, patience, and perseverance.
- I will communicate any questions or concerns to Stephanie Schmitz or Sarah Mittelstadt.

## Distance Learning

If I need to be on-site:

- I will screen myself each morning for symptoms of COVID-19 and stay home if I have:
  - A new onset of cough or shortness of breath
  - A temperature of 100.4 or higher
  - Loss of taste or smell, OR
  - Two of the following symptoms:
    - Chills
    - Muscle pain
    - Sore throat
    - Fatigue
    - Congestion
    - Gastrointestinal symptoms (diarrhea, vomiting, or nausea)
  - I will use the [COVID-19 Symptoms Decision Tree](#) if I’m uncertain.
- I will enter my absence into Absence Management if I have any of the above symptoms and the decision tree designates that I need to stay home. When I do this, I will include any symptoms I am experiencing so school administration can determine if there is a pattern of illness developing.
- I will communicate with Stephanie Schmitz or Sarah Mittelstadt as soon as I know that I cannot report to work. We will work together to develop the next steps.
- I will wear a face covering and practice social distancing if there are others in the building.
- I will use hand sanitizer and/or wash my hands often. I will do this at least each time I leave/enter a new room in the building and use the restroom.

If I am working from home:

- I will be available during assigned work hours each day. I will check and respond to email and voicemail at a minimum of each hour unless I am actively engaged in teaching, videoing, or coaching of students or staff.
- I will enter my absence into Absence Management if I am unable to work any day, or any portion of the day.
- I will communicate with Stephanie Schmitz or Sarah Mittelstadt if I believe I have any symptoms of COVID so that we can determine next steps.

Regardless of work location:

- I will ensure accurate student attendance each day.
- I will provide digital citizenship and safety lessons.
- I will be intentional about creating community interactions for my classroom and identify positive ways to encourage social interaction among students.
- I will report technology issues for myself or my students.
- I will communicate with team members regarding work expectations, performance, student concerns, and other duties as would be done in an in-person model.
- I will demonstrate positivity, patience, and perseverance.
- I will communicate questions and concerns to Stephanie Schmitz or Sarah Mittelstadt.

## **Resources**

[Arise Academy Information](#)

[COVID-19 Decision Tree](#)

[Executive Order 20-81](#)

[Executive Order 20-94](#)

[Quarantine Information](#)

[Southern Plains COVID Preparedness Plan](#)

[Technology Usage Agreement](#)

[Visitor and Employee Screening Checklist](#)